

RETURN TO I&S BN FILES

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

OFFICIAL FILE COPY

BnO 5000.2 w ch |
1
24 Jun 98

BATTALION ORDER 5000.2 w ch |

From: Commanding Officer

To: Distribution List

Subj: PROCEDURES FOR PREGNANT MARINES

Ref: (a) MCO 5000.12D
(b) MCO 1740.13A
(c) MCO P1900.16E
(d) MCBul 10120 Series

Encl: (1) Sample Medical Certificate of Pregnancy
(2) Format for Notification of Confirmation of Pregnancy
(3) Format for Family Care Plan

1. Purpose. To reiterate policy and establish procedures to prepare the notification of pregnancy, requests for administrative separation, and development of family care plans.

2. Background. Reference (a) provides Marine Corps policy concerning pregnant Marines. Reference (b) provides policy and procedures for family care plans for single parents, dual military couples with dependents, Marines who otherwise bear sole responsibility for the care of children under the age of 19, and Marines with family members who are unable to care for themselves in the Marine's absence. Reference (c) provides procedures and establishes criteria for administrative separation of pregnant Marines. Reference (d) prescribes individual clothing allowances for pregnant Marines.

3. Policy. The following policies are established in reference (a):

a. A pregnant active duty Marine with no dependents may reside in bachelor quarters for her full term. Upon her request and consistent with the needs of the Marine Corps, the commander may authorize a pregnant Marine to occupy off-base housing and be paid BAH prior to her 20th week of pregnancy. However, from the 20th week forward, the commander will approve such a request without option. All approvals for allowances will be filed on the document side of the Marine's SRB/OQR.

b. Medical limitations and/or assignment restrictions, or periods of absence because of pregnancy or associated medical care, will not be the basis for lower proficiency and conduct marks, lower marks or adverse fitness reports.

c. A pregnant Marine may request separation from active duty. Requests will not normally

BnO 5000.2
24 Jun 98

be approved unless the Marine demonstrates extenuating circumstances, or it is otherwise considered to be in the best interests of the Marine Corps.

d. Marines may not be involuntarily separated on the basis of pregnancy or on prediction of future performance after the birth of a child. However, pregnancy does not bar processing for separation for other reasons under the appropriate paragraph of reference (c). For example, a pregnant Marine who is being processed for separation based on misconduct or commission of a serious offense may still be separated on the latter basis.

e. Marines will be afforded the opportunity to take advantage of available legal assistance for advice regarding their options in establishing paternity or seeking child support.

f. Enlisted Marines, who are pregnant may reenlist/extend provided they are otherwise qualified.

g. A pregnant Marine is not required to perform duties, including PT or standing in formations, that in the opinion of the medical officer are hazardous to her or her unborn child.

h. A pregnant Marine will be returned to a normal duty assignment commensurate with her grade, MOS, and the unit's requirements as soon after delivery as the medical officer certifies the Marine to be medically qualified for full duty. This will normally occur directly after the 6 weeks medical convalescence leave following the birth. A Marine needing additional personal time after being medically certified fit for duty may be granted annual leave.

i. Pregnant Marines will be required to take the PFT and conform to the acceptable weight standards no later than 6 months after being returned to full duty by the medical officer. Additional time may be granted if necessary and recommended by the medical officer due to unique medical circumstances. A Marine should be encouraged to commence PT as soon as medically authorized.

j. A Marine whose pregnancy terminates prematurely or results in a stillbirth will be directed to medical for a medical officer's certification that she is fit for full duty. A command climate of concerned leadership will be essential in helping Marines impacted by these types of traumatic events. The unique circumstances of each pregnancy dictate that the decision on when a particular Marine is physically qualified to take the PFT and may be reasonably expected to conform to weight standards will be made on a case-by-case basis by a medical officer's determination.

4. Annually reference (d) is published prescribing individual clothing allowances for pregnant enlisted Marines. Company Commanders will direct the wearing of the maternity uniform when the Marine can no longer properly wear the service/dress/or utility uniform. Upon completion of the Notification of Confirmation of Pregnancy, the enlisted Marine will be directed to the S-4 to complete the NAVMC 604 Form per reference (d). Pregnant officers are not issued maternity uniforms, they simply purchase their own.

5. Procedures

a. A Marine who suspects she is pregnant is responsible for promptly confirming her pregnancy through testing by an appropriate medical provider. The Marine will also promptly notify the Section SNCOIC/OIC.

b. The Section SNCOIC/OIC will:

(1) Notify the Company Commander.

(2) If not already completed, direct the Marine to the medical clinic to obtain the medical certificate of pregnancy (enclosure (1)).

(3) Upon obtaining the medical certificate, the Section SNCOIC/OIC will direct the Marine to report to the Company Commander with the medical certificate of pregnancy.

c. The Company Commander will:

(1) Upon initial notification of the suspected pregnancy, notify the chaplain.

(2) Review the medical certificate specifically noting any unique restrictions specified by the medical officer.

(3) Counsel the Marine concerning the provisions of reference (a).

(4) Prepare enclosure (2) and otherwise assist the Marine in completing enclosure (2).

(5) If necessary, make recommendations to the Battalion Commander concerning reassignment from a section because of conflicts between work requirements and the pregnancy.

(6) Forward a copy of enclosure (2) to the Battalion Commander. For enlisted Marines, route via the Sergeant Major.

(7) Prepare a Personal Action Request (PAR) and forward the original of enclosure (2) to Depot Consolidated Personnel Administration Center requesting that it be filed on the document side of the SRB/OQR.

(8) Provide two copies of enclosure (2) to enlisted Marines, one copy to officers.

(9) Direct enlisted Marines to report to the S-4 with a copy of enclosure (2) to complete the NAVMC 604 Form for the maternity uniform issue.

(10) If the Marine is a single parent, unwed, or dual military spouses direct the Marine to the Adjutant to complete a family care plan.

ENCLOSURE (1)
Ch 1 (19 Oct 98)

BnO 5000.2
24 Jun 98

(11) If the Marine indicates she desires to request administrative separation, direct the Marine to the Adjutant.

d. Director, Consolidated Personnel Administration Center will:

- (1) File Notification of Confirmation of Pregnancy Letter in the SRB/OQR.
- (2) Make appropriate entries into the Marine Corps Total Force System.
- (3) During annual audits of SRB/OQR's, screen Marines for the compliance with this order.

e. The Adjutant will:

- (1) Assist the Marine in the preparation of family care plans.
- (2) Provide the original to the Marine for retention.
- (3) Forward the copy of family care plans to the Battalion Commander for review.
(For enlisted Marines, route via the Sergeant Major)
- (4) Upon the Battalion Commander's review, retain one copy on file in the Adjutant's office, and provide one copy to the Company Commander.
- (5) After coordination with the Company Commander, prepare administrative separation packages on Marines that meet the criteria in reference (c).
- (6) Advise and assist the Marine in obtaining services and support at the Family Services Center. Brief the Company Commander on what programs the Marine will be involved in.

f. The S-4 will process NAVMC 604 Forms for enlisted Marines for the one-time maternity uniform allowance issue.

g. The Chaplain will counsel Marines concerning pregnancy and parenthood issues.

6. Action. Section SNCOIC/OIC, Company Commanders, Director CPAC, S-4, Adjutant, and Chaplain will follow the procedures outlined in this Order.


P. J. MULLIN

DISTRIBUTION: A

ENCLOSURE (1)
Ch 1 (19 Oct 98)

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 5000.2 Ch 1
1
19 Oct 98

BATTALION ORDER 5000.2 Ch 1

From: Commanding Officer
To: Distribution List

Subj: PROCEDURES FOR PREGNANT MARINES

Encl: (1) New page inserts to BnO 5000.2

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove pages 3 and 4 of the basic Order and replace with corresponding pages contained in the enclosure.
3. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.



P. J. MULLIN

DISTRIBUTION: A

(11) If the Marine indicates she desires to request administrative separation, direct the Marine to the Adjutant.

d. Director, Consolidated Personnel Administration Center will:

- (1) File Notification of Confirmation of Pregnancy Letter in the SRB/OQR.
- (2) Make appropriate entries into the Marine Corps Total Force System.
- (3) During annual audits of SRB/OQR's, screen Marines for the compliance with this order.

e. ~~The Adjutant~~ will:

- (1) Assist the Marine in the preparation of family care plans.
- (2) Provide the original to the Marine for retention.
- (3) Forward the copy of family care plans to the Battalion Commander for review.
(For enlisted Marines, route via the Sergeant Major)
- (4) Upon the Battalion Commander's review, retain one copy on file in the Adjutant's office, and provide one copy to the Company Commander.
- (5) After coordination with the Company Commander, prepare administrative separation packages on Marines that meet the criteria in reference (c).
- (6) Advise and assist the Marine in obtaining services and support available at the Family Services Center. Brief the Company Commander on what programs the Marine will be involved in.

f. The S-4 will process NAVMC 604 Forms for enlisted Marines for the one-time maternity uniform allowance issue.

g. The Chaplain will counsel Marines concerning pregnancy and parenthood issues.

6. Action. Section SNCOIC/OIC, Company Commanders, Director CPAC, S-4, Adjutant, and Chaplain will follow the procedures outlined in this Order.



P. J. MULLIN

DISTRIBUTION: A

ENCLOSURE (1)
Ch 1 (19 Oct 98)

DEPARTMENT OF OBSTETRICS AND GYNECOLOGY
NAVAL MEDICAL CENTER
SAN DIEGO CALIFORNIA 92134-5000

Bn0 5000.2
24 JUN 1998

MEMORANDUM

From: Prenatal Clinic

To: Commanding Officer, _____

Subj: Notification of Pregnancy

Ref: (a) OPNAVINST6000.1, Management of Pregnant Servicewomen
(b) MILPERSMAN 3620220, Separation of Enlisted Personnel at the Convenience of the Government on the Basis of Pregnancy/Childbirth
(c) MILPERSMAN 3810170, Information Concerning Pregnant Members and Members with Dependents
(d) MILPERSMAN 3810180, Maternity Care Available Before and After Separation
(e) OPNAVINST 1740.4, U.S. Navy Single Sponsor/Military Couple with Dependent(s), Dependent Care Policy
(f) OPNAVINST 6110.1D Physical Readiness Program
(g) OPNAVINST 6320.3D

1. A member of your Command, _____, has been examined and it has been determined that she is pregnant. Her estimated delivery date is _____.

2. A reminder is extended that counseling in accordance with reference (a) is now required by the Command. Additionally, references (b), (c) and (d) contain applicable policy and information. It is recommended that enclosure (1) to reference (e), Dependent Care Counseling Checklist, be used.

3. For purposes of assignment restriction aboard ship, she will be 20 weeks pregnant on _____. For 40-hour work week limitations and 20 minute rest periods every four hours, she will be 28 weeks pregnant on _____. Reference (a) pertains.

4. Your Command may want to initiate a review of this member's assignment to mobilization units.

5. Reference (f) specifies that this member is exempt from the regular physical readiness program and physical fitness testing and that she may take up to six months upon return to full duty to take the PRT performance events.

6. I can be reached at the Obstetrics and Gynecology Offices at the Naval Medical Center, San Diego at _____ for any questions regarding this member's status.

Staff Physician

Copy to Servicemember

ENCLOSURE (1)

BnO 5000.2
24 Jun 98

be approved unless the Marine demonstrates extenuating circumstances, or it is otherwise considered to be in the best interests of the Marine Corps.

d. Marines may not be involuntarily separated on the basis of pregnancy or on prediction of future performance after the birth of a child. However, pregnancy does not bar processing for separation for other reasons under the appropriate paragraph of reference (c). For example, a pregnant Marine who is being processed for separation based on misconduct or commission of a serious offense may still be separated on the latter basis.

e. Marines will be afforded the opportunity to take advantage of available legal assistance for advice regarding their options in establishing paternity or seeking child support.

f. Enlisted Marines, who are pregnant may reenlist/extend provided they are otherwise qualified.

g. A pregnant Marine is not required to perform duties, including PT or standing in formations, that in the opinion of the medical officer are hazardous to her or her unborn child.

h. A pregnant Marine will be returned to a normal duty assignment commensurate with her grade, MOS, and the unit's requirements as soon after delivery as the medical officer certifies the Marine to be medically qualified for full duty. This will normally occur directly after the 6 weeks medical convalescence leave following the birth. A Marine needing additional personal time after being medically certified fit for duty may be granted annual leave.

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BnO 5000.2
24 Jun 98

FORMAT FOR NOTIFICATION OF COMMANDING OFFICER

5000
Date

From: Marine's Grade, Full Name, SSN/PMOS, USMC
To: Commanding Officer

Subj: NOTIFICATION OF CONFIRMATION OF PREGNANCY

Ref: (a) MCO 5000.12D
(b) MCO 1740.13A
(c) MCO P1900.16E

Encl: (1) Medical Certification of Pregnancy
(2) Separation Request (only if applicable)

1. I have been fully counseled and understand the contents of reference (a) and provide the following information:

a. This is to notify the command of my pregnancy. A medical certificate of pregnancy is provided as enclosure (1) and includes the estimated date of delivery and whether any medical reasons exist which make remaining in a full duty status inadvisable.

b. I understand that I am responsible for making arrangements for child care during regular working hours, duty, exercises, war or combat contingency deployment, etc., and will develop a Family Care Plan per reference (b).

c. I understand that I remain otherwise eligible for reenlistment and will serve on active duty until the expiration of my active service obligation.

d. I understand that I may request separation and remain eligible for maternity care until the birth of my child per reference (c). (Select only one of the following two sentences). If I feel that extenuating circumstances exists which preclude my further service, I understand that I must request for separation per paragraph 10 of reference (a). Since I feel that extenuating circumstances exists which preclude my further service, enclosure (2) is my request for separation per paragraph 10 of reference (a).

e. I understand that I remain available for worldwide assignment and that there is no guarantee of special consideration in duty assignments or duty stations based solely on my pregnancy or the fact that I will have a dependent, except as provided for in reference (a).

ENCLOSURE (2)

DEPARTMENT OF THE NAVY FAMILY CARE PLAN CERTIFICATE

PRIVACY ACT ADVISEMENT

PRINCIPAL PURPOSE: To identify and ensure that single military members and military couples with dependents have made adequate dependent care arrangements and to ensure the member is world-wide assignable. The information which will be solicited is intended to principally for the following purposes: (a) The personal information will facilitate combat readiness and document a plan for the care of your family members in the event of a medium or long term absence; (b) it will be used to evaluate compliance with the DOD and Navy program requiring Family Care Plans.

ROUTINE USES: To designate persons who will accept dependent care responsibility and to contact those persons to verify their willingness to act for the member in this capacity, and to advise the designee(s) when they are expected to discharge these responsibilities. The information may also be used to determine overseas suitability, conduct authorized investigations, and other lawful purposes.

DISCLOSURE IS VOLUNTARY: Disclosure of information concerning family members, their caregivers, and the personal arrangements surrounding the care of family members is voluntary. However, refusal to provide the requested information may result in the member falling to meet Navy obligations.

PART I. APPLIES TO ALL SINGLE MEMBER SPONSORS AND MILITARY COUPLES WITH DEPENDENTS

- | | |
|--|----------|
| 1. I have been counseled and fully understand Navy policy on dependent care responsibilities. I have read and understand the Navy's policy that I must arrange for dependent care so that I will remain worldwide available as defined, and that I must report for duty as required without dependents. | Initials |
| 2. I understand that failure to make and maintain an adequate Family Care Plan in accordance with the Navy's policy may be grounds for disciplinary action or separation from the Navy, or both. | |
| 3. I understand that I may be subject to action under the Uniform Code of Military Justice if this statement is not accurate. | |
| 4. I understand that I am subject to deployments on short notice and that I will not be guaranteed special privileges because I have dependents.

normal working hours are _____. I have made arrangements for the care of my family members during these hours as well as absences due to extended working hours and the execution of my military duties. I understand that if these arrangements for the care of my dependents fail, my absence from assigned duty is without authority unless excused by my commanding officer. | |
| 6. I affirm that I have made and will maintain arrangements for the care of my dependents to permit me to be worldwide available during Duty Hours, Extended Duty Hours, Exercises, Unaccompanied Tours, Temporary Additional Duty, Permanent Change of Station, and other similar military obligations. | |
| 7. I understand that I must revise or verify this plan at least yearly or on reassignment, reenlistment, extension of enlistment, or within 30 (60 days for Ready Reserve) of any change in my family or Caregiver status. | |
| 8. All of my dependents are 19 years or older and capable of self-care. | |
| 9. I understand that while serving in an overseas area, I must arrange for the escort and care of my dependents to the designated person. If my principal caregiver is not in the local area, I understand that I must arrange with a nonmilitary person in the local area to assume temporary responsibility for my dependents until that responsibility is transferred to my principal caregiver. | |
| 10. In the event of my death or incapacity, _____ (name, address, telephone number) has agreed to assume temporary responsibility for my minor children until the guardian named in my will assumes responsibility, or until a legal guardian or other custodian is appointed by a court of competent jurisdiction, or until my child(ren)'s non-custodial natural parent assumes custody, whichever occurs first. | |
| 11. The attached form (NAVPERS 1740/7) explains what financial arrangements have been made to provide support for my family member(s) while they are under someone else's care, what logistical arrangements have been made to get my family members to the designated caregiver; where to go for routine and emergency medical treatment for my family member(s), and what the caregiver should do in the event they are no longer able to care for my family members. | |

PRINTED NAME, GRADE/RATE, & SSN	SIGNATURE	DATE
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FAMILY CARE PLAN
ARRANGEMENTS

Financial - (Describe how you will provide support for your family members while they are under someone else's care. This may include an agent. Powers of attorney or bank accounts and access.)

2. **Logistical** - (Describe how your family members will get to the designated caregiver. This is especially important if geographically separated. Describe how financial support necessary to effect transportation will be provided. Also discuss provisions for minor children if they have to travel to a caregiver and cannot go unaccompanied. Include any details concerning care of your home, school arrangements for children, points of contact for your caregiver in case of emergency, and use of government services, specifically, what directions have you given for access to the exchange, commissary, recreation, etc. Include all other arrangements that pertain to your situation. Don't forget to provide all prospective caregivers names to your child's school or day care center as persons authorized to pick-up child(ren) (this is particularly important in the event of your death or incapacity while the child(ren) is at school/day care.)

Medical - (Explain where your family member is to go for routine and emergency medical treatment. Does your caregiver know where medical/immunization records are? Do they have names and addresses of medical providers? Have you discussed with your caregiver any medical conditions or allergies that your family members have? Any special directions in case of a medical emergency? Don't forget special powers of attorney (SPOA) for medical treatment. A separate SPOA for medical treatment is not necessary if the ample POA for Family Care Plan (enclosure (2)) is utilized.)

4. **Legal** - (Provide name, address and telephone number of your attorney - (if you have one); any legal documents your caregiver should have copies of such as your will, insurance policies, Family members military ID cards and your social security number. Also discuss what you have told your caregiver to do in the event they are no longer able to care for your family members. Who is your alternate caregiver? Add any other legal information that would be necessary.)

TYPED OR PRINTED NAME OF MEMBER

SIGNATURE OF MEMBER

DATE

CERTIFICATE OF ACKNOWLEDGMENT

OF

SPECIAL POWER OF ATTORNEY: LOCO PARENTIS

STATE OF CALIFORNIA

SS

COUNTY OF SAN DIEGO

On this ___ day of _____ 1998, before me, NOTARY Notary public, personally appeared NAME, proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/they authorized capacity, and that by his/her/they signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

Witness my hand and official seal.

NOTARY